



Union Worker

Initial Application Filing and Weekly Certification for Unemployment Insurance

This information is to help you apply and submit your weekly certifications for Unemployment Insurance (UI). To file for UI, use a computer or smartphone with internet access.

Create an Account

Create an account by going to getkansasbenefits.gov. Click on *Login/Register*, select *Register*.



Filing an initial application and submitting weekly certifications

As a union worker temporarily laid off due to lack of work (including school or training), you may qualify for UI benefits¹. To start the process, login to file an initial application.

File your initial application by Saturday of the week you are not working. Beginning the following Sunday, file your weekly certification for each week you are not working. See page two for additional information regarding school/training.

If you return to work full time or earn over your weekly benefit amount, submit another application the next time you are not working.

Below is an example of the application and certification process:

Week	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
1		Lack of Work (School/Training)					
		 File an Initial Application					
		<i>Note: This will be an unpaid Waiting Week</i>					
2	File weekly certification for week 1	Lack of Work (School/Training)					
3	File weekly certification for week 2	Work					
4		Work					
5		Lack of Work (School/Training)					
		 File an Application					
6	File weekly certification for week 5	Work					

¹ If you work a partial week, and your earnings are equal to or more than your Weekly Benefit Amount (WBA) you will not be eligible for benefits.

School Attendance

If you are in school/training, complete the School Attendance Form (K-BEN 317) and submit it.

Note: ENTIRE PROGRAM is the begin and end dates of the entire training program.
CURRENT SEMESTER is the begin and end date of the specific class you are attending.

Dates of ENTIRE PROGRAM :	Begin (mm/dd/yyyy):	<input type="text"/>	End (mm/dd/yyyy):	<input type="text"/>
Dates of CURRENT SEMESTER :	Begin (mm/dd/yyyy):	<input type="text"/>	End (mm/dd/yyyy):	<input type="text"/>

Reason for Separation

During the initial application process, select *Lack of Work/Layoff* as your reason for leaving.

The image shows a dropdown menu titled "Reason for Leaving". The menu is open, showing several options. The option "Lack of Work/Layoff" is highlighted in blue. Other options include "Quit", "Fired", "Leave of Absence", "Employer Bankruptcy", "Business Closed in Kansas", and "Worker Adjustment and Retraining (WARN)".

Benefit Year and Waiting Week

Your initial application will start a 12-month period known as your benefit year. The first weekly certification you submit in a benefit year will be a Waiting Week.²

Questions

For further questions or issues with your account, visit www.dol.ks.gov/unemployment or contact the KDOL UI Contact Center.

Unemployment Insurance Contact Center

Mon., Tues., and Wed., 8 a.m. to 4 p.m.

Thursday 8 a.m. to 3:15 p.m.

Friday 8 a.m. - 4 p.m.

Kansas City Area (913) 596-3500
Topeka Area..... (785) 575-1460
Wichita Area (316) 383-9947
Toll free outside these areas..... (800) 292-6333

² Kansas law requires claimants serve a one-week waiting period per benefit year. The first week you meet all requirements for payments and you file a weekly claim is a non-payable week.